



STARK COUNTY ENGINEER

Keith A. Bennett, P.E., P.S.

5165 Southway St., S.W.

Canton, Ohio 44706-1998

Phone (330) 477-6781 Fax (330) 477-3926

www.engineer.co.stark.oh.us



**HYDRAULICS
DEPARTMENT**

Application for Driveway Permit

Applicant Information

Applicant(s) Name: _____	
Mailing Address: _____	
City: _____	Phone: _____
Zip: _____	Fax: _____

Site Information

Township: _____	
N S E W (Circle One) side of County Road: _____	
_____ miles _____ feet N S E W (Circle One) of _____	
House Number: _____	(Nearest Intersection or Public Road)
Between House Numbers _____ and _____	House No. Across Road: _____
Length of Property Frontage: _____ feet	Parcel Number: _____

Type of Permit (Check All That Apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> New Driveway | <input type="checkbox"/> Existing Driveway Reconstruction | <input type="checkbox"/> Renewal Permit No. _____ |
| <input type="checkbox"/> Residential (Single Family Private) | <input type="checkbox"/> Field | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Common Access Drive | <input type="checkbox"/> Industrial | <input type="checkbox"/> Other: _____ |

Contractor

Call OUPS 48 hours before you dig 1-800-362-2764

Company Name: _____	
Address: _____	
City: _____	Phone: _____
State: _____ Zip: _____	Fax: _____
Contact: _____	Cell: _____

Applicant's Certification

I, the undersigned, understand that the Stark County Engineer assumes no responsibility or liability for the work done under a permit and that all work shall be done at no cost to the County by a contractor licensed by the County Engineer to perform such work. All work shall be done as applicable, in accordance with the State of Ohio Department of Transportation Construction and Materials Specifications, the Ohio Manual of Uniform Traffic Control Devices, and any supplemental and special provisions deemed necessary or as stated on the permit as special provisions or conditions. The County Engineer reserves the right to order the removal, reconstruction, relocation or repair of any work performed under a permit in the event of future work or for the benefit of requirements at the owner's expense, reference Chapter 5543.16 of the Ohio Revised Code which states in part, "The owner of land shall construct and keep in repair all approaches or driveways from the public roads, under the direction of the County Engineer". The County Engineer or his representative may revoke or annul any permit or halt work at any time for noncompliance or nonperformance of the conditions set forth in the application, specifications, standard details and permit. The County Engineer reserves the right to appoint an inspector to oversee the work.

I hereby agree to all terms, conditions and restrictions so far as they apply to work to be done under the permit as issued and general provisions listed above. I hereby certify that the above information is true and accurate.

Applicant's Signature

Date

Permit to be mailed to (Check One):

- | | | |
|--------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Contractor | <input type="checkbox"/> Picked up at County Engineer's Office |
|--------------------------------|-------------------------------------|--|

Preferred Drive location must be staked and address displayed prior to a permit being issued.

Location of driveway is subject to the requirements and approval of the Stark County Engineer.

Please allow 7 working days to process this application. Driveway construction cannot begin until a permit is granted.

Permit expires 6 months from approval date.

Make check payable to Stark County Treasurer.

Fee: \$30.00

This page to be filled out by Department Staff Only

D R I V E W A Y P E R M I T

Permit #:

Pre Construction Inspection Requirements to be met:

Township: _____			Section: _____			Quarter: _____																													
Drive Culvert: <input type="checkbox"/> Required <input type="checkbox"/> Not Required																																			
Diameter of Pipe: _____			Inch			Length of Pipe: _____			feet			Type of Pipe: _____																							
Legal Speed Limit: _____									mph																										
Corresponding Recommended Sight Distance: _____									feet																										
Approx. Actual Sight Distance: _____									feet for _____			bound traffic			_____			feet for _____			bound traffic														
Direction of Flow in Existing Ditch: _____									N			S			E			W																	
Depth of Existing Ditch: _____									feet			Ditch needs to be cleaned: <input type="checkbox"/> Yes <input type="checkbox"/> No																							
<input type="checkbox"/> Non Curb and Gutter									<input type="checkbox"/> Curb and Gutter									Length of Curb Cut: _____																	
Road is: <input type="checkbox"/> Straight									<input type="checkbox"/> Curved									<input type="checkbox"/> Level									<input type="checkbox"/> Hilly								
Distance from Edge of Pavement to Centerline of Drive Culvert: _____																																			
Distance from Edge of Pavement to Right of Way Line: _____																																			
Additional Requirements: _____																																			
Date of Pre Construction Inspection: _____																		Inspector: _____																	

Post Construction Inspection

Date of Final Inspection: _____ ☐ APPROVED ☐ NOT APPROVED

Comments: _____

Inspector _____

Date of Acceptance _____

Contact Stark County Engineer's Office 48 hours prior to beginning drive construction to schedule inspection at (330) 477-6781



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Standard Driveway Specifications

1. No driveway shall be constructed on any County road right-of-way until the owner or lessee of the land which the proposed driveway will serve has been granted a County driveway permit from the County Engineer's Office. Application for permit to construct driveway on right-of-way shall be filed with the Stark County Engineer from whom all forms may be obtained. Before a permit may be granted, or any work begun, an applicant shall agree to all terms and conditions stated on the Application for Driveway Permit, the Driveway Permit, the Standard Driveway Specifications and the Standard Driveway Details.
2. The location, construction and maintenance of driveways are under the supervision of the Board of County Commissioners at all times, and that granting such permit under these regulations the Board waives none of its powers or rights to direct the removal, relocation and/or proper maintenance in the future of any driveway within the right-of-way of the dedicated road. Any permit granted will be construed as regulatory and not contractual. Such permits are revocable by the Board of County Commissioners whenever the use and presence of a driveway or approach interferes with the required use of that portion of the right-of-way occupied by the driveway or constitutes a hazard to traffic, or the driveways are not built in compliance with the permit issued under these regulations.
3. The applicant shall have all work performed by a qualified, insured contractor. All work shall be performed in accordance with the permit. The applicant shall save harmless the Stark County Board of Commissioners, the Stark County Engineer, County officers and employees from all liability, judgments, costs, expenses and claims growing out of damages, or alleged damages, of any nature whatsoever, to any person or property, either public or private, arising out of performance or non-performance of said work or the existence of said driveways, or for any other act by parcel owner or lessee within right-of-way included within parcel frontage.
4. No part of the dedicated road right-of-way shall be used for servicing vehicles, displays or the conduct of private business. The buffer area (the border area along the parcel frontage between the traveled way and the right-of-way line) is to be kept clear of buildings, sales exhibits, business signs, parking areas, service equipment and appurtenances thereto. Any grading or landscaping within the buffer area shall be only as approved by the Stark County Engineer.
5. The County Engineer will determine if a drive culvert is required. Location, type, length and size of pipe must be approved by a representative of the County Engineer prior to a permit being issued. All pipes installed must be a minimum of 30 feet in length and minimum 12 inches in diameter. Pipe shall be either Smooth Wall Polyethylene Pipe (CPP) (N-12, Hi-Q, or Equivalent), Reinforced Concrete Pipe (RCP) or Corrugated Metal Pipe (CMP). CPP pipe shall have a minimum 6" bedding of aggregate type 304 and no less than 12" of aggregate cover over the pipe. RCP or CMP may be used in lieu of CPP, in the opinion of the engineer, when available cover is less than 12", however these culvert pipes require a minimum of 6" bedding of aggregate type 304 and no less than 6" of aggregate cover over the pipe. Sod will be removed from the bottom of the ditch to assure the new pipe is not above or below the existing flowline. Headwalls may be permitted upon approval of the engineer on a case by case basis. Headwalls installed at the ends of the culvert shall not extend above the existing edge of pavement.

6. Permittee to furnish all labor, material and equipment necessary to complete and maintain the driveway and pipe. The permittee assumes all responsibility for the cleaning and maintenance of the drainage installation authorized. All work must be done by a qualified, insured contractor.
7. The permittee is held responsible for keeping the County Road free and clear of mud and debris in the area of operation. Excavated materials must stay behind the ditch line.
8. The Property Owner is responsible for driveway approach repair and authorized drainage culvert repair.
9. Existing roadside drainage to remain undisturbed.
10. Areas of vegetation within the County road right-of-way that have been disturbed by activities associated with the permit must be fertilized, seeded and mulched in accordance with ODOT standards. All restoration work is to be completed within 30 days after completing culvert/drive installation. The site is to be cleaned and restored to its original or better condition when work is completed. The permittee shall take any and all appropriate measures to limit soil erosion during and after construction authorized herein. As such, permittee shall be fully accountable to the Ohio EPA, the Soil Conservation Service, the Stark County Soil and Water Conservation District and other appropriate agencies for any violation or disregard of the applicable governing standards and regulations related to the protection and conservation of soils that are affected by this permitted work.
11. No machinery or materials are to be stored on the roadway or within the right-of way at any time.
12. Traffic to be maintained on the County Road at all times, in accordance with the Ohio Manual of Uniform Traffic Control for Construction and Maintenance Operations and Item 614 in the ODOT Construction and Material Specifications.
13. The permittee or the permittee's contractor must notify the County Engineer's Office at least 48 hours prior to starting the installation of the drive and again upon completion in order for a final inspection of the driveway. Failure to notify the Engineer's Office prior to and again upon completion will void this permit.
14. The County Engineer's Office will notify property owner of any installations which do not meet these specifications, and allow the property owner two (2) weeks to correct the driveway. Should no corrective action be taken, the County reserves the right to perform corrective work and invoice the property owner for all labor and materials necessary. Any expense incurred by the County due to the applicant's use of the right-of-way will be paid by the applicant.
15. The driveway location will be determined in cooperation with the County Engineer. The driveway location should permit a clear view of the road for 550 feet in each direction where the posted speed limit is 55 mph, 475 feet in each direction where the posted speed limit is 50 mph, 400 feet in each direction where the posted speed limit is 45 mph, 325 feet in each direction where the posted speed limit is 40 mph and 250 feet in each direction where the posted speed limit is 35 mph.
16. Driveways shall be constructed so that they will not permit water or stone to run onto the road pavement. Drive profiles shall slope down and away from pavement edge at a rate of 1 inch per foot to the centerline of ditch or four (4') feet from the edge of pavement, whichever is greater. Beyond the centerline of ditch, the driveway slope should not exceed ten percent (10%); (1' in 10'), eight percent (8%) being the preferred maximum. Drive approaches shall not be constructed higher than the existing edge of pavement. Crowning of the driveway outside of the road berm is suggested. Drive profiles that can not meet the requirements set forth herein shall, by determination of the engineer, be permitted to install an open grate trench drain (6" wide minimum) across the entire width of the driveway at the right-of-way line.
17. All excess and discarded material is to be removed from the County right-of-way.

18. A copy of the permit must be on the jobsite at all times.
19. Width of driveway at the right-of-way line shall be not less than ten (10) feet nor more than twenty (20) feet on residential parcels, special drives, such as common access drives or multi-family drives, may be wider, but should not exceed twenty-four (24) feet. Commercial drives should not be more than forty (40) feet. Field drives may be wider than 24' to prevent equipment from driving into traffic lanes when entering or exiting the drive.
20. All residential driveway aprons must be constructed at a minimum of either 2" Asphalt over 6" Crushed Aggregate Base, or 2" of ODOT 703.01-1 size No. 57 compactable material (limestone or slag) topping over a base of ODOT 703.01-1 size No. 1 and 2 compactable material, and shall be paved or stoned from the edge of existing pavement to the right-of-way line at the grades shown in the standard details. The drive must be covered with aggregate prior to use. No concrete drive aprons shall be permitted unless on a curb and gutter road, in such cases ODOT standards shall apply.
21. All portions of the driveway shall be within the parcel boundary with minimum edge clearance of five (5) feet.
22. New drives should intersect the County road at an angle from 70 to 90 degrees. 90 degrees is desirable.
23. Turnout radii should be a minimum of twenty five (25) feet for residential and field drives. Permitted slopes on driveway fill sections around existing ditches shall not exceed a 2:1 ratio. Driveway radii must not encroach abutting property owner.
24. Mailbox installations shall meet all applicable ODOT requirements. All rural mailbox support structures will be of the breakaway type.
25. Driveways installed on curb and gutter streets shall meet all applicable ODOT requirements.
26. There shall be no private drainage (including but not limited to septic, cellar drains, downspouts, footer drains, floor drains) into the County road right-of-way without a permit issued by the Stark County Engineer's Office after written permission has been obtained from the Stark County Health Department.
27. All commercial, industrial and residential development drives must be approved by the Stark County Regional Planning Commission.
28. The County Engineer may grant variances to these requirements on a case by case basis when requested in writing.
29. The State of Ohio Department of Transportation Construction and Material Specifications (ODOT CMS), latest edition shall apply to all work performed under this permit. If a conflict exists between the ODOT CMS, the Stark County Standard Driveway Specifications, Stark County Standard Driveway Details or any other governing standards or regulations mentioned herein, the County Engineer will make the final determination as to what regulations apply to the specific circumstances in conflict.



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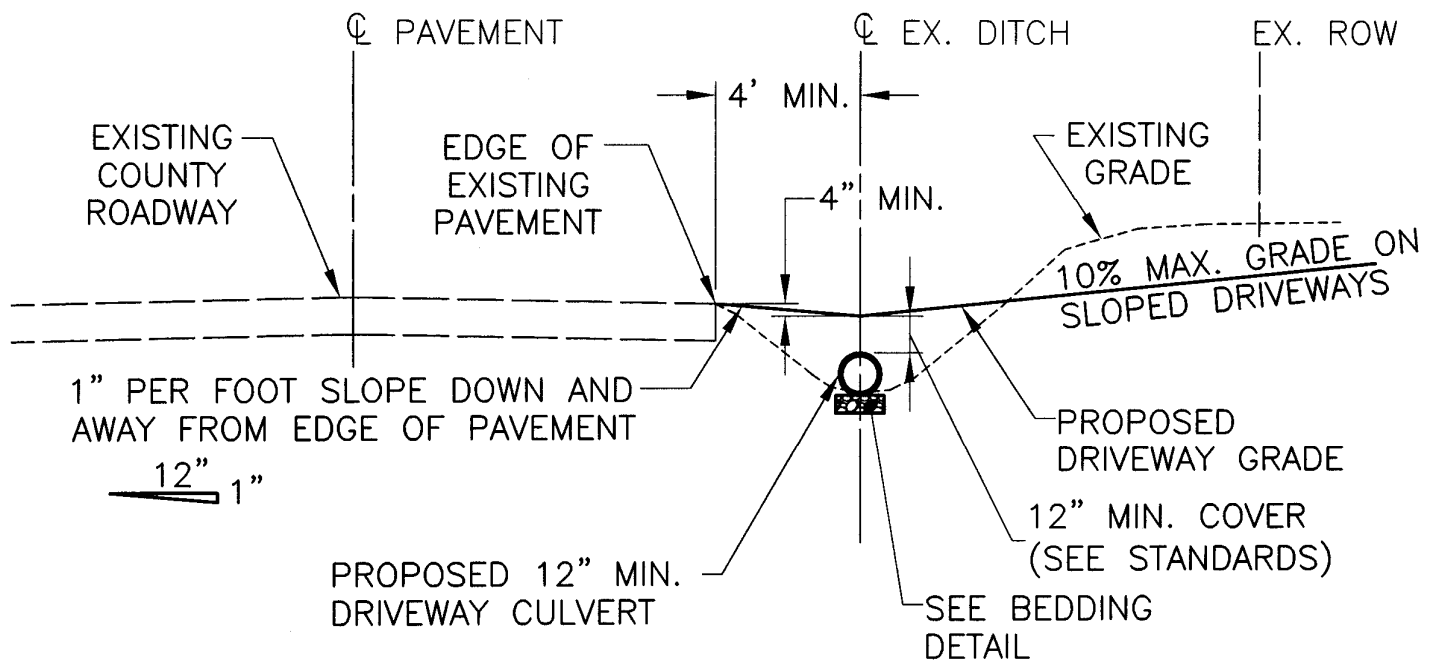
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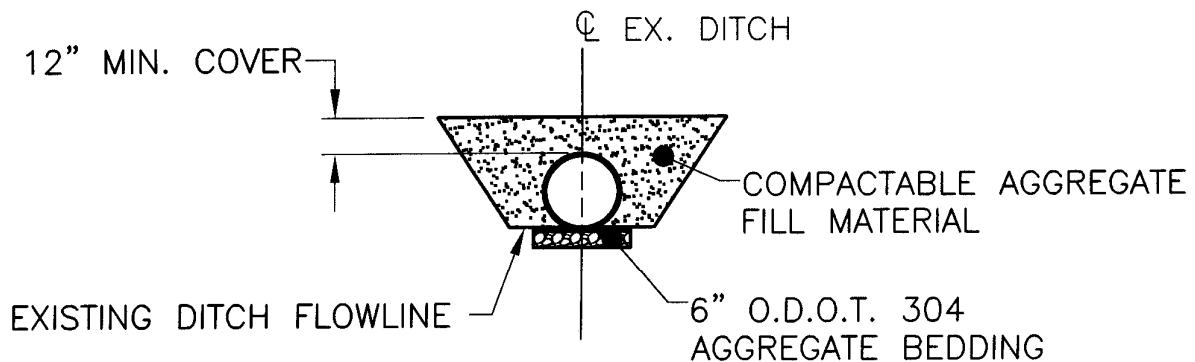
**HYDRAULICS
DEPARTMENT**

Standard Driveway Details



DRIVE PROFILE SECTION

NO SCALE



BEDDING DETAIL

NO SCALE

